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Report for Week Ending 1 May 1957
from
FORMS MANAGEMENT BRANCH

1. Contribution:

a. Tangible

- (1) Completed twenty actions requiring the printing of 121,500 copies or sets of blank forms. This represents a decrease of about 40% in the number of actions and a decrease of 582,392 copies compared with last week.
- (2) Two new and five revised forms were approved. One form was redesignated and one form was made obsolete.

b. Intangible

- (1) Overprinted Routing and Record Sheets are being sent to all Area Records Officers to determine which forms in the old numbering system may be redesignated or made obsolete.
- (2) Two non-stocked Personnel forms were coordinated with the Supply Division for the purpose of putting into the Supply System.
- (3) Procurement of 7500 sets of Standard Form 50, "Notification of Personnel Action" was cancelled at the request of the Office of Personnel. This action was taken because sufficient stocks were on hand to last until supplies superseding Forms 1150 and 1150a are available.
- (4) Printers proofs on Form No. 310, Form No. 898, and Form No. 640 were approved and returned to the manufacturers.

2. Assignments

a. Active

- (1) Nineteen new and fifteen revised forms are presently in the office.
- (2) Five Employee Suggestions are presently being evaluated.

3. News

- a. [redacted] attended the AEC - Contractors Records Management Meeting 29 April. [redacted] spoke to the group on the subject "A Blueprint for Forms Management."
- b. The "Dispatch Form", Nos. 53a and 53c have been received from the printer.
- c. [redacted] attended a follow-up session of "Supervisory Training" at which General Cabel was the speaker.

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from

RECORDS DISPOSITION BRANCH

Contributions:

✓ At the request of the ARO/TR, one item in the records control schedule was discussed and revised.

Assignments (Active)

✓ Project 6-40 - Office of Central Reference ☐

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Schedules are still being coordinated within OCR. Project 75% complete

✓ Project 6-81 - Office of Logistics ☐

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Form 115, Request For Authority To Dispose of Records, has been forwarded to the National Archives for certain items on the Logistics Records Control Schedule. Project is 99% complete.

✓ Project 6-88 - Office of Logistics ☐

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A Central Subject File is being installed in the Stock Management And Requirements Section. All Files of the Section have been screened and consolidated into series or units. Control procedures for incoming correspondence are being developed. A re-arrangement of the office filing equipment, desks, and personnel is scheduled for Friday 3 May. Project is 70% complete.

Project 6-90 - Commercial Staff ☐

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No change from previous report. Project 25% complete.

News:

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☐ completed IOC.

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Report for Week Ending 1 May 1957
from
PROJECTS STAFF

1. Contributions

- a. Wrote an article on Reports Management for the May issue of the Support Bulletin
- b. Developed and conducted a three hour seminar on installing the Agency subject numeric filing system.

2. Assignments Active

- a. Requisition Review - Reviewed 13 requisitions for filing equipment and filing supplies, with [] Where necessary, contacted Area Records Officers for further information. One requisition was for two Diebold Super Elevator files (capacity 400,000 3x5 cards) costing \$6,729 each. Talked with [] DD/P/FI [] to ascertain if personnel requirements would be changed upon installation of elevator files. No change was indicated but it is anticipated that overtime could be eliminated. [] was contacted but was unable to contribute any information other than that contained in memo to Chief Management Staff, justifying need ^{for} elevator files. 25X1

- b. ✓ Contacted [] ARO/OL at her request concerning a test of shelf filing to house voucher files. In process of preparing a floor plan centralizing about 28-5 dr filing cabinets. One unit of shelving will be installed in the centralized filing area. 25X1

In process of refining floor plan for shelf filing for OS. In a meeting, was informed of a minor regrouping of personnel which affects plan for shelf filing equipment.

- ✓ Bids for BR shelving and related equipment due to be opened on 2 May. [] will be contacted by SD/OL prior to award of contract. 25X1

- ✓ IR has requisitioned one unit of Borroughs steel shelving to test the plan proposed to them.

- c. Returned Portable Desk Tray submitted by Acme Visible to [] with our comments to the effect that it was unsuitable because the tray: 25X1

- (1) scratched desks
- (2) was hard to close
- (3) was not hinged properly
- (4) was not designed to permit usage of the top as an "in or out tray"

On this subject, talked with representatives of the Diebold Corp. They are interested in making a tray and will attempt to submit an engineering drawing of their concept of a portable desk.

- d. Installation of the Agency filing system in Guided Missiles and Fundamental Sciences Divisions of OSI continues. Due to a question as to the retention period and the official record copy for GMD files it has been requested by [] that we immediately review the files in the Geophysics Branch of GMD. This review will start today.

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- e. Microfilming of Vital Materials in Logistics Office was completed this week. Filming in ORR is 75% complete and 10% complete in OSI.

3. News

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- a. [] all members of OSI, accompanied last weeks trip to the repository to review and code their Vital Materials Deposits.
- b. Records Management Staff personnel spent 5.8% of available time during April in OTR conducted training. On-the-job training and the Management Lecture series brought total time credited to training up to 12%.

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Report For Week Ending 30 April 1957
From
Records Center

During this week the following accessions were made:

OCR	15 Cu. Ft.
MED	3 " "
OSI	3 " "
OL	27 " "
OO	7 " "
DD/P	98 " "
Sub-Total:	<hr/> 153 Cu. Ft.
Finished Intelligence	61 " "
Total:	<hr/> 214 Cu. Ft.

V M Material	633 Cu. Ft.
Records Holdings	22,031 " "
Distribution Material Holdings	10,439 " "
Total:	<hr/> 33,103 Cu. Ft.

Distribution Material Disposed of at Center	31 Cu. Ft.
Distribution Material Transferred from Center	9 " "
Records Disposed of at Center	29 " "
Records Transferred from Center	1 " "
Total:	<hr/> 70 Cu. Ft.

Accessioning

The DD/P Area moved 205 cubic feet of records into their "Grilled Area" during the week. This figure includes 88 cubic feet of new material and 117 cubic feet of returns.

Reference

The inventorying of the Supplemental File is continuing, and the material from ORR is approximately 50 percent completed.

Disposal

The Center sent 200 cubic feet of disposable records [] to be burned. Because of the labor problem in that area only a small percentage of this material was actually destroyed, therefore, the disposal problem is still unsolved.

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The Chief, Records Center contacted the Security Officer of [] in order to see if a metal fence with a locked gate could be built around our incinerator. If this were possible material could be

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Disposal - Continued

burned during the day and night unattended. This would ease the labor problem and allow more material to be destroyed during the workday.



Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	2,001	9,909	11,910
DD/P	2,149	6,581	8,730
DD/S	572	7,288	7,860
DD/S (Compt.Grilled Area)	335	145	480
DD/I	368	6,442	6,810
DD/I (Grilled Area)	1,642	2,138	3,780
DCI	37	23	60
Map Negative	<u>645</u>	<u>945</u>	<u>1,590</u>
TOTAL:	7,749	33,471	41,220

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